North Central Regional Transit District
Board Meeting
Friday, May 2, 2014
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:16 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County		*Mr. Philo Shelton*
Rio Arriba County		Mr. Tomás Campos
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chávez*	
Nambé Pueblo	Absent	
Pojoaque Pueblo	*Mr. Tim Vigil*	
Ohkay Owingeh	*Ms. Christy Mermejo*	
San Ildefonso Pueblo	*Ms. Lillian Garcia*	

Santa Clara Pueblo		*Ms. Mary Lou Valério*
Tesuque Pueblo		*Ms. Sandra Maes*
City of Santa Fé		*Mr. Jon Bulthuis*
City of Española	*Councilor D. Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	Absent	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Mr. Jim Nagle, Public Information Officer
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Ms. Glenda Aragon, Finance Manager
Mr. Pat López, Finance Analyst
Mr. Gus Martínez, Fleet Manager

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Greg White, NMDOT

4. INTRODUCTIONS

Those present introduced themselves to the group.

5. APPROVAL OF AGENDA

Councilor Ring moved to approve the agenda as presented. Ms. Valério seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES - April 4, 2014

Mr. Bulthuis moved to approve the minutes of April 4, 2014 as presented. Councilor Salazar seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo,

Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

A. Public Hearing and Presentation of the Draft Fiscal Year (FY) 2015 Budget

Mr. Mortillaro presented the draft 2014 proposed budget noting that as presented today the budget was reviewed at the Finance Subcommittee on April 15 and recommended to the Board without any changes.

Using a power point presentation, he went through some generalities on the budget before asking the department heads to speak to their department budgets. Budget approval has been consistently done when the service plan was updated. It might change with a change in the service plan. He referred to page 17 to see the professional standards and values for customer service. The Board participated in the survey and then focus groups and these standards came out of that process to guide how the District operated and interacted with customers. This was a first for the District and glad to have it. All staff went through training and then supervisors went through a second training for them.

He commented that this was almost a flat budget - 0.6% above last year. For revenues there were four major sources of revenue. Federal funds, Gross Receipts Tax, the Los Alamos contribution and miscellaneous revenue which totaled $9,686,743.

Mr. López talked about the federal funds and the transit tax which comprised 94% of the budget. It was broken out by source on page 30. He reported a meeting with NMDOT was scheduled on May 8 when they would get a new grant award and final numbers.

Mr. Campos joined the meeting at 9:26.

Mr. Lopez described the grants and their use in the new budget including the ADA transition plan design and construction of facilities. Local contributions provided match to the grants and some capital outlay. The Los Alamos contribution for the coming year was $400,000. He provided a handout to the Board concerning the GRT revenue. He said $140,000 from reserve capital outlay would be spent for replacement buses and for shelters.

Mr. Mortillaro reported the staff positions budgeted totaled 50.85 FTE and 54.86 employees. That total included seasonal temp employees with some part-time. The new budget requested one full time marketing specialist, a quarter-time temporary clerk position and an adjustment for extending the Chama Route from three days per week to five days per week. Overall it was 0.6% higher.

There were increases in health insurance - last year up 15% and this year at 10%. Last year the

legislature increased the employee share of pension and the employer share. He reminded the Board of the set percentages for Rail runner and other public transit operations and then showed the breakout of overall expenditures. Non-RTD expenditures accounted for 54% of the budget expenses and 65% of collected GRT.

He went to the HR budget and explained that a Project Manager position was not filled and the budget was converted to an HR position and was the only salary in this division. They were still recruiting for this position.

Mr. Nagle reviewed the Public Information Division budget which was separated out from Administration. The District had a big year coming up and were investing a large amount in the tenth anniversary of RTD. The Marketing Specialist would work under Mr. Nagle. Redesign of the RTD.org web site would make it more user friendly and they were bringing in a marketing consultant for ITS. Overall, contracts and promotional costs went from $110,000 to $150,000.

Ms. Aragon reviewed the Finance Department budget which she said was pretty static from the previous year. Overall, the budget had a slight decrease of $3,500.

Operations/Administration was reviewed by Mr. Kelly who mentioned some minor adjustments for utilities and phone and otherwise was flat from last year. Under the Drivers department there were 30 driver positions, two dispatchers, two supervisors and funds for temps. That budget was flat also.

Ms. Mermejo asked why there was nothing budgeted for per diem, lodging and training. Ms. Aragon directed her to where it was included.

Mr. Mortillaro commented on how it would be spent this year.

Ms. Mermejo thought the District should send Ms. McGuire to the Annual Tribal Transportation Association meeting which this year was in Alaska.

The Board briefly discussed the driver training and certification programs.

Mr. Mortillaro said staff also took advantage of webinars. Some of them were free.

Mr. Kelly added that the budget covered state required training in their syllabus and FTA certification training and retraining after disciplinary events. The whole cycle took about three years to complete.

Ms. Mermejo asked if drivers were required to obtain their CDL before they drove.

Mr. Kelly said those without a CDL drove the smaller vehicles. He explained how they classified the drivers. He said Mr. Martínez was certified to administer CDL testing.

Mr. Martínez said they offered certification to other entities to do testing. He currently provided training for Rio Metro, Los Alamos County and Taos County.

Ms. Mermejo said she just attend the FTA conference on drug testing held in Arkansas. She learned they must go through suspicion training. It is supposed to be 25% of employees. She agreed to share the materials she got there.

Mr. Mortillaro said the consortium might have to be updated, given that information.

Mr. Greg White asked Mr. Mortillaro to report that to Marcie Eppler at DOT.

Fleet /Building department budget was reviewed by Mr. Gus Martinez who said they had two working under him for facility maintenance and one part-time fleet maintenance worker. The positions were currently vacant and they just hired a facility maintenance person who would start in two weeks. The department budget had a $165,000 reduction from the previous fiscal year. He was able to reduce fuel by $15,000 and anticipated flat fuel prices this year. Parts would have to increase $12,000 because many buses were going beyond the warranty period. He was able to reduce tires by $5,000. Vehicle maintenance would increase by $10,000 and the painting budget was reduced by $5,000.

Mr. Campos asked what the rental fees were for.

Mr. Mortillaro said it was for the repeater at Taos Mountain. The one in Los Alamos was not charged to the District

Mr. Mortillaro said the Cash Reserve Required and Actuals had been exceeded each year.

In response to Chair Barrone he said the GRT would sunset in 2023.

Mr. Mortillaro referred to page 45 that showed the long range spending plan and made comments on it. He shared the information about the reserve fund for operations and the one for capital. Undesignated reserves were used to keep the buckets full.

Commissioner Chávez asked that the financial picture be shared with Legislative Finance Committee (LFC) since they apparently didn't have the correct information and so they would have the benchmarks to focus on.

Mr. Mortillaro said when LFC met in April, they didn't have a hearing on the report and could still have one in June. If so, he would be there. He was more than willing to share this data with the analyst. They took our 2014 budget and were not considering the changes that occur.

Ms. Maes asked why there was no money budgeted for tribal transit in 2014.

Mr. Mortillaro explained that the supplement had not happened and the tribes had not decided to assign that to the District yet. It was sitting there but the tribes had not decided yet whether to keep it and report all of it or to give it to RTD to provide those services. Once that decision was made, they could plug it in.

Ms. Mermejo said there would be an MOU with a Tribal Council resolution if that was the way it worked.

Ms. Maes agreed that was how it has worked.

Mr. Mortillaro said some of the tribes had retained some for their own services.

Ms. McGuire clarified that each tribe had the opportunity to elect how they would use the money, regardless of the mileage. It was the tribe's choice and one choice was for allocation to the NCRTD. The other option was to keep it within the pueblo for public transportation and a third option of mixing it to both entities.

Ms. Maes asked if tribal governments had received those. If so, they were sitting in her governor's office and she needed to know.

Ms. McGuire said they hadn't yet. The District had not yet started the MOU process but were ready to go.

Ms. Maes asked for the RTD representatives to be copied with everything being sent to the Governor's office so it would get handled timely.

Mr. Mortillaro acknowledged the staff for all of their work on this budget. He said that since October 2007, the District had provided services to about a million people directly through the RTD and with the other transit services funded by the RTD it had served 4.2 million riders.

Chair Barrone said recently in Taos County, the Commission approved monies for a parking lot in negotiation for parking the buses. He asked if it wasn't shown because there was no final figure.

Mr. Mortillaro agreed but would include it once they knew.

Chair Barrone noted this was a public hearing for the draft budget. The Board is required to adopt a preliminary budget and then vote on the final budget at the June meeting once the District knew what the NMDOT allocations would be.

There were no speakers from the public regarding this public hearing and Chair Barrone closed the public hearing.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

B. Discussion and Consideration of Adoption of Resolution 2014-08 Adopting a Preliminary Fiscal Year (FY) 2015 Budget

Mr. Vigil moved to approve Resolution 2014-08, adopting a preliminary fiscal year 2015 budget. Mr. Campos seconded the motion and it passed by unanimous roll call vote with **Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, Ohkay Owingeh, Pojoaque Pueblo, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española and City of Santa Fé voting in favor**

and none voting against. The Town of Edgewood was not present for the vote.

C. Discussion and Review of Quarterly Investment Report

Mr. Mortillaro said this was the first Quarterly Investment Report to be presented. The Board made some modifications to the investment policy after discussing the allocations which at that time was only a checking account.

Ms. Aragon said they would continue to provide the investment report each quarter going forward. She briefly reviewed her written report with the Board. She said part of the policy called for savings at three banks and she was able to find three banks that were collateralized through FDIC or the comparable insurance at federal credit unions.

Mr. Mortillaro added that they were laddered as requested by the Finance subcommittee and as they expired the Staff would decide whether to renew them or not. When collateralized they pay less interest but handled the movements of the funds and guarantee of the funds in excess of the FDIC $250,000 amount

Mr. Campos said Rio Arriba County checked the health of the banks and found that LANB was a little shaky.

Mr. Mortillaro said he was aware of that. Los Alamos County had about $60 million in there. They were under stringent review by the bank examiners so they were not making the kind of loans they were making before.

No action was required for this agenda item.

DISCUSSION ITEMS

D. Discussion and Review of Ski Santa Fe Service Update

Mr. Mortillaro reported, as directed by the Board at the last meeting that they met with Nambé and Tesuque Pueblos and with the former and present Governor of Tesuque, and with Mr. Montoya and Ms. Maes. The meeting was very informative and he left with a great appreciation for the Pueblos' concerns. They do want to meet with other stakeholders and have RTD set it up in July here. His next report to the Board would be after that meeting.

Commissioner Chávez asked as they moved forward, if everyone would be in the room at the same time with Ski Santa Fé and Santa Fé Convention and Visitors' Bureau.

Mr. Mortillaro said it would be determined with Nambé and Tesuque Pueblos only as to who to invite.

Commissioner Chávez said he was concerned that this issue had gotten off on the wrong foot and felt

this would bring it back to the center.

Ms. Maes agreed. They would like to work with Santa Fé County and Santa Fé City and couldn't speak for Pojoaque and would work with members of the Board first.

Commissioner Chávez thought that was good. He didn't want to speak against the service but for the service plan to make sure nothing they did would unravel the plan or send a different message to others.

Ms. Maes believed putting staff through this was unfair when nothing was established by the Board.

E. Financial Report for April 2014

Ms. Aragon referred the Board to the financial summary report on page 54. It showed ten months of fiscal year activity and she shared highlights. The report represented 67% of the budget. The summary of GRT was shown on page 57 and then by each county.

Ms. Maes excused herself from the meeting at 10:54 a.m.

Ms. Aragon highlighted the expenditures on the report.

There were no questions from the Board.

F. Finance Subcommittee Report

Mr. Vigil said he was absent from that meeting.

Mr. Mortillaro said the two items on the agenda were their review of the budget and the minutes. The Subcommittee was not sure they would meet next month but he agreed to talk with Mr. Vigil if needed.

G. Tribal Subcommittee Report

Ms. Valério had nothing to report.

H. Executive Report for April 2014

1) Executive Report

2) Performance Measures for March 2014
3) Ridership Report for March 2014

Mr. Mortillaro said he had no comments aside from the written report.

Mr. Kelly shared the performance report that was in the packet at page 73. Overall ridership was up from the prior year. All the transit systems were continuing to increase in ridership and were doing a great job.

Mr. Kelly reported the costs per mile and costs per rider and other performance measures.

He also reported the District just got two new 20-passenger vehicles.

The drivers were still maintaining high % of on time service and preventative maintenance met the standards. The district had not had one accident requiring a drug screen since last October. Page 82 had the complaints report and page 84 gave the incidents report.

There were no questions.

MATTERS FROM THE BOARD

Mr. Shelton handed out the Los Alamos revised air service schedule. It provided 20 minutes to Albuquerque and avoids security in Albuquerque. They offered two morning flights and one afternoon flight. The new schedule aligned better with needs. They were also revising the service routes with Atomic Transit.

Chair Barrone thought because of expansion in Taos, and Mr. Bulthuis as an airport supervisor that they could coordinate air transportation among Taos, Los Alamos, Santa Fé and Albuquerque.

Ms. McGuire announced that the fundraising lunch last month went well and was a huge success. She thanked the Board for their support of the employee's recognition fund.

Mr. Kelly announced that anyone interested in CDL training could attend a prep class for prospective trainees for CDL administered by the District.

Mr. Campos noted that Jicarilla was interested in bus service.

Mr. Mortillaro asked him to provide contact information so staff could contact them.

Mr. Campos said he would try to arrange a meeting.

Mr. Campos commented that without Mr. Mortillaro's direction in the past few years, the District would not be where it was today.

Mr. Mortillaro said he appreciated that but a lot of folks here made it happen. They were the ones who deserved the praise.

MISCELLANEOUS

There were no miscellaneous items.

NEXT BOARD MEETING: June 6, 2014 at 9:00 a.m.

ADJOURNMENT

Ms. Valério moved to adjourn the meeting. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 11:07 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz, Stenographer